

Directions: Please complete shaded areas below.

Department Name: Elections

Project Name: EDMS

Project Amount: \$575,000

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Project Type: Please check (✓) one.

☒ **Enterprise** ☐ **Communities of Interest** ☐ **Department Specific**

Funding Source: Please check (✓) one.

☒ **GF Capital** ☐ **Proprietary Capital**

☒ **Mandated Requirement**

(If checked (✓), please indicate who is mandating this request as well as the time frame)

The Elections Department has over 1 million registered voters whose signatures must be imaged in order to share this information with the Voters Registration System – the signature component is the one that authorizes the acceptance of voters request for an absentee ballot – the signature on file is the process used to affirm the action of the voter. The State has issued a mandate that all Voter Registration Databases will need to comply with their new standards by no later than January 2006 which will require that we obtain and retain clear images of our voter registrations.

This department currently uses the microfilm media using very old equipment which is no longer supported and with no replacement parts available.

The urgency to not only maintain proper voter records but volume of paper records that should be stored electronically has become a critical need to ensure the safekeeping of election related data.

☒ **Department Priority of Initiative (1, 2, 3, etc.)**
Priority 1

Section A

Background:

Provide any relevant background information to include existing investments in the proposed project. If applicable, please include any information explaining why this is a mandated project.

Our current mode of operations is no longer supported and must be replaced. In addition to meeting the HAVA – State mandate we will be electronically archiving critical data in a secured environment and thus creating an electronic library in which we would store voter registration cards and valuable election related documents.

The HAVA Database mandate is due by no later than January 2006.

Our need is to convert over three million micro-film images and placing them on a EDMS system.

Problem Statement:

Define the problem, need, or opportunity.

Using archaic equipment – not being able to index records properly and the requirement to meet the HAVA State mandate will require that we upgrade our existing microfilm function to an EDMS function.

This will enhance our technology efforts but most importantly it will safeguard critical election data and records.

Solution:

What is the proposed solution?

A detailed Scope of Work has been issued which details the plan of action to be able to convert over 3 million microfilmed images to FYI objects and placing them in the Electronic Document Management System.

Our objectives would be to implement a department wide EDMS application which will duplicate over 300 film rolls with an estimated 10,000 images on each roll; create an electronic library which will expedite the retrieval of records; we would want to implement Kofax Scanning System for day-to-day forward scanning as we look towards a well defined workflow process for all election related records.

The Scope of Work is available upon request.

Expected Benefits / Direct Payback:

State the benefits of solving the problem or reaching the goal. Hints: "How the project will reduce costs (perhaps from reducing redundant tasks such as data entry), better decision making at each step of a process (perhaps due to more accurate and timely information), or improved efficiency (thanks to fewer steps to process a transaction).

Specify collective benefits and identify benefits that are specific to each stakeholder. Wherever there are metrics (numbers or targets) for improvement, be sure to include them. Examples: "Reduce communications costs by 20%" or "Increase revenues by \$1,340,500 in fiscal year 2007.

Our main benefit is to secure critical election data; in the long run we will be able to utilize valuable space that is currently used to store volumes of paper records; we would be able to provide a quicker response to the numerous public records requests which will enhance our targeted efficiency measure.